

# Immanuel Lutheran School

2019-2020

*Parent-Student Handbook*



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## WELCOME

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In the name of Jesus Christ, we welcome you to Immanuel Lutheran School. This handbook has been prepared as a guide for you and your child in matters relating to Immanuel Lutheran School. We urge you to read this handbook carefully and keep it as a handy reference on matters pertaining to your school.

Immanuel Lutheran School was established to be a help to parents; therefore, it is necessary that school and home co-operate and mutually encourage each other.

This handbook is applicable to all grades, preschool through 8th grade and all after-school and extracurricular activities related to Immanuel Lutheran School.

## GOD'S COMMAND

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"Train up a child in the way he should go and when he is old he will not depart from it."

*Proverbs 22:6*

"Your word is a lamp to my feet and a light for my path."

*Psalms 119:105*

"Tell it to your children, and let your children tell it to their children, and their children to the next generation."

*Joel 1:3*

"You parent, hear what Jesus taught  
When little ones to him were brought  
Forbid them not, but heed my plea,  
And let the children come to me."

*Christian Worship 516 v. 1*

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# MISSION

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Immanuel Lutheran School will assist parents in TRAINING CHILDREN FOR NOW AND ETERNITY as we GATHER, GROW and GO in God's Word. Psalm 32:8 "I will instruct you and teach you in the way you should go."

## SCHOOL PHILOSOPHY

All instruction at Immanuel Lutheran School is influenced by the Bible, the inerrant Word of God (John 10:34) which was given by divine inspiration (2 Tim. 3:16) and is the source of ultimate truth (John 17:17).

The school exists to assist parents with educating their children, however, the primary responsibility for this education belongs to the parents (Deut. 6:6-7). The Lord further directs fathers to bring up their children "in the training and instruction of the Lord" (Eph. 6:4). This nurturing, or nourishment, of the child's soul through God's Word is vital and dare not be neglected!

Christian education is a God-given blessing. It is our sincere prayer that many will take advantage of it.

Our congregation has made provisions to aid and assist parents in the Christian training of their children by supplying them with a Lutheran elementary school. This in no way removes the responsibility of parents to promote a wholesome Christian atmosphere by example in the home. The church and school are here to assist parents to train their children. Parents should be aware of what is being taught in the religion courses at Immanuel Lutheran School.

## SPIRITUAL OBJECTIVES

1. To teach the children about the Triune God and their need for His saving love.
2. To provide systematic and thorough instruction in God's Word and the way of salvation.
3. To provide many opportunities for the strengthening of each child's faith.
4. To encourage regular church attendance, individual study of God's Word, and daily prayer.
5. To provide teachers who model Christianity as a lifestyle.
6. To teach the children to serve the Lord out of love for their Savior.
7. To teach the children to aid others in their spiritual and physical needs.

## PERSONAL AND SOCIAL OBJECTIVES

1. To encourage the children to live in Christian love with others.
2. To encourage the children to make the best possible use of the gifts that God has given them.
3. To teach the children responsibility in the care of the property.
4. To teach the children desirable leadership qualities.
5. To teach the children good citizenship.
6. To teach the children to express their feelings through verbal communication.
7. To teach the children cleanliness and proper hygiene.

## ACADEMIC OBJECTIVES

1. To provide systematic and thorough instruction in all areas of the Lutheran Elementary School curriculum: religion, math, reading, English, social studies, history, science, penmanship, physical education, art, and music.
2. To teach good study habits.
3. To develop in the student the skill of evaluating all subjects in the light of Scripture.

## **PARENTAL OBJECTIVES**

1. To aid the parents in the Christian education of their children.
2. To teach the children the value and purpose of the Lutheran Elementary School.
3. To encourage regular and open communication.

## **STUDENT CODE OF ETHICS**

God has given us his will for our behavior in the Ten Commandments. We present them along with Martin Luther's explanations as a guide for daily life at home and in the classroom.

### **THE FIRST COMMANDMENT**

You shall have no other gods.

What does this mean?

We should fear, love, and trust in God above all things.

### **THE SECOND COMMANDMENT**

You shall not misuse the name of the LORD your God.

What does this mean?

We should fear and love God that we do not use his name to curse, swear, lie or deceive, or use witchcraft, but call upon God's name in every trouble, pray, praise, and give thanks.

### **THE THIRD COMMANDMENT**

Remember the Sabbath day by keeping it holy.

What does this mean?

We should fear and love God that we do not despise preaching and his Word, but regard it as holy, and gladly hear and learn it.

### **THE FOURTH COMMANDMENT**

Honor your father and mother, that it may go well with you and that you may enjoy long life on the earth.

What does this mean?

We should fear and love God that we do not dishonor or anger our parents and others in authority, but honor, serve, and obey them, and give them love and respect.

### **THE FIFTH COMMANDMENT**

You shall not murder.

What does this mean?

We should fear and love God that we do not hurt or harm our neighbor in his body, but help and befriend him in every bodily need.

## **THE SIXTH COMMANDMENT**

You shall not commit adultery.

What does this mean?

We should fear and love God that we lead a pure and decent life in words and actions, and that husband and wife love and honor each other.

## **THE SEVENTH COMMANDMENT**

You shall not steal.

What does this mean?

We should fear and love God that we do not take our neighbor's money or property or get it by dishonest dealing, but help him to improve and protect his property and means of income.

## **THE EIGHTH COMMANDMENT**

You shall not give false testimony against your neighbor.

What does this mean?

We should fear and love God that we do not tell lies about our neighbor, betray him, or give him a bad name, but defend him, speak well of him, and take his words and actions in the kindest possible way.

## **THE NINTH COMMANDMENT**

You shall not covet your neighbor's house.

What does this mean?

We should fear and love God that we do not scheme to get our neighbor's inheritance or house or obtain it by a show of right, but do all we can to help him keep it.

## **THE TENTH COMMANDMENT**

You shall not covet your neighbor's wife, workers, animals, or anything that belongs to your neighbor.

What does this mean?

We should fear and love God that we do not force or entice away our neighbor's spouse, workers, or animals, but urge them to stay and do their duty.

## GENERAL REQUIREMENTS

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Immanuel Lutheran School is maintained primarily for the Christian education of its membership. Children of nonmembers interested in Christian education are also admitted subject to the approval of the Board of Christian Education. Immanuel Lutheran School is not a private school in the general sense of the term, but it is specifically equipped and dedicated to Christian education. It is to be understood that all children are to participate in the total curriculum of the school, including the memorization of Bible passages, hymns, singing in church, chapel attendance, and the study of Christian doctrine as drawn from the Bible (NIV) and as set forth in the Lutheran Confessions. Parents of nonmember students are encouraged to become acquainted with the basic teachings of Immanuel Ev. Lutheran Church. Parents will want to be informed about the biblical teachings that their children will learn at Immanuel. Please contact the pastor for more information on Bible Information Classes.

### **BIRTH CERTIFICATES**

Any new student entering Immanuel must have a certified copy of their birth certificate. This certificate must be in the office on file before the child will be admitted into Immanuel.

### **NONDISCRIMINATORY POLICY**

Immanuel Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admission policies, or athletic and other school-administered programs. As a parochial school non-profit organization, Immanuel reserves the right to refuse enrollment or to disenroll students/families whose beliefs and/or morals are not in line with the Biblical principles of the Wisconsin Evangelical Lutheran Synod.

### **MANDATORY REPORTING**

Immanuel Lutheran faculty and staff will comply with the Illinois Department of Child and Family Services requirement that educators report all reasonably suspected incidents of child abuse or neglect to the DCFS child abuse hotline.

### **SCHOOL ADMISSION POLICY**

We are a Christian school. Our primary purpose is to provide children with a Christ-centered education. The Board of Christian Education will have the final say for all admissions.

### **PRESCHOOL**

A student must be of age before September 1 and the student must be potty trained.

### **KINDERGARTEN**

Immanuel Lutheran School admits students to the kindergarten class who meet the age requirements as dictated by the State of Illinois. Students must be 5 by Sept. 1st.

### **SELECTION OF STUDENTS**

Priority will be given to members of Immanuel Lutheran Church and sister congregations. Returning students will be given priority over new applicants.

## NON-MEMBER STUDENTS

Students whose parents are not members of Immanuel Lutheran Church or a sister WELS/ELS church will be subject to a different tuition rate. Parents of new incoming non-member students will be required to meet with a Pastor of Immanuel Lutheran Church for 4 'Basic Beliefs' classes. This will help to ensure that our beliefs taught within the classroom are in agreement with beliefs taught in the home.

## SPECIALS NEEDS

Any special needs students will be considered on an individual basis by the Board of Christian Education.

## WITHDRAWAL POLICY

Immanuel Lutheran School has the right for any reason to ask a student to withdraw with five (5) days written notice. Parents also have the right for any reasons to withdraw a student with five (5) days written notice. If parents would like to withdrawal for any reason, there is a \$500.00 fee that will be incurred and tuition will be prorated based on the number of days into the school year.

## IMMUNIZATIONS

### PRESCHOOL

Complete physical exam within one year prior to the start of school and up to date immunizations including:

#### 3-year-old students

- Pneumococcal Conjugate vaccine
- Haemophilus influenzae type b (Hib) vaccine
- 4 doses Diphtheria, Pertussis, Tetanus vaccine
- 3 doses Polio vaccine
- 3 doses Hepatitis B vaccine
- 1 dose MMR vaccine
- 1 dose Varicella vaccine

#### 4 year old students

- Pneumococcal Conjugate vaccine
- Haemophilus influenzae type b (Hib) vaccine
- 5 doses Diphtheria, Pertussis, Tetanus vaccine
- 4 doses Polio vaccine
- 3 doses Hepatitis B vaccine
- 2 dose MMR vaccine
- 2 dose Varicella vaccine

### KINDERGARTEN

Complete physical exam within one year prior to the start of school and up to date immunizations including:

- 5 doses Diphtheria, Pertussis, Tetanus vaccine
- 4 doses of Polio vaccine
- 2 doses of Varicella vaccine
- 2 doses of MMR vaccine

### 6<sup>th</sup> GRADE

Complete physical exam within one year prior to the start of school and up to date immunizations including:

- Hepatitis B vaccine
- 1 additional dose of Tdap vaccine (booster)
- 2 doses of Varicella vaccine
- 1 dose of Meningococcal Conjugate vaccine

## **7<sup>th</sup> - 8<sup>th</sup> GRADE**

Students participating in sports must have a current sports physical completed prior to practice (a current complete physical can be used instead of a sports physical).

## **ALL NEW STUDENTS**

Complete physical exam within one year prior to the start of school with up to date immunizations. Children in noncompliance will not be permitted to attend school until the school receives these documents.

## **DENTAL/VISION GUIDELINES**

Children in Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade and new students must have a vision exam and dental check-up on record with the school.

## ADMINISTRATION

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The Pastor(s), Principal, and Teacher(s) are called as workers by Immanuel Lutheran Church. All of our teachers have graduated from accredited colleges and have a Bachelor's or higher degree.

### BOARD OF EDUCATION

The Board of Christian Education of at least three (3) Voting Members of Immanuel Lutheran Church and are elected by the Voting Assembly to oversee the work of the school and all educational agencies of our congregation.

The pastor(s) and principal meet with the Board to help run the school efficiently. Reports are made by the Board to the Church Council of the congregation and to the congregation at the quarterly voters' meeting. With the help of the faculty, the Principal suggests changes and policies for the improvement and welfare of the school. The principal is also responsible for implementing policies formed by the Board of Christian Education and congregation, as well as for the smooth operation of the school.

Board of Christian Education reporting meetings are open to parents and members of the congregation. Issues of a sensitive and/or personal nature are heard in a private, executive session of the Board.

### TRANSFERS

Immanuel Lutheran School is a quality educational institution and is registered with the State Board of Education. Its graduates and transfers are accepted at elementary and secondary schools in and out of the state. All new students will have to take an entrance exam to ensure they are placed correctly. All new students will be required to have their previous school's records transferred to Immanuel Lutheran School.

### FINANCIAL SUPPORT

Less than half of the cost of the operation of Immanuel Lutheran School is covered by tuition from parents. The major portion of the cost and upkeep of the school is paid out of the general offering received by Immanuel Lutheran Church from its members as offerings.

All parents should diligently strive to give as the Lord has blessed them, mindful of their Lord's promise in Malachi 3:10. *"Bring the whole tithe into the storehouse that there may be food in my house. 'Test me in this, 'says the Lord Almighty, 'and see if I will not throw open the floodgates of heaven and pour out so much blessing that you will not have room enough for it"*

### K-8th TUITION

K-8 <sup>th</sup> Grade Tuition			
	1 Child	2 Children	3 Children*
Member	\$3,250	\$4,200	\$5,000
Non-member	\$4,250	\$5,400	\$6,400
Military/ Sister Congregation	\$3,850	\$4,900	\$5,800

\*Additional Children beyond 3 will be charged \$800/year additional per child.

## PRESCHOOL TUITION

Preschool Tuition				
2 Half-day (TU, TH)	3 Half-day (M, W, F)	5 Half-day	3 Half-day w/aftercare (8am-3pm)	5 Half-day w/aftercare (8am-3pm)
\$1,700	\$2,050	\$3,000	\$3,150	\$5,000

## REGISTRATION

Registration Fees Per Child	<i>BEFORE</i> April 30 <sup>th</sup>	<i>AFTER</i> April 30 <sup>th</sup>
Preschool	\$40	\$90
K-6 <sup>th</sup> Grade	\$90	\$140

## FEES

Fee Schedule K-8 <sup>th</sup> Grade - Per Child			
Book Fee	Activity Fee	Technology Fee	Chromebook Fee* (1 <sup>st</sup> -year students 3 <sup>rd</sup> -8 <sup>th</sup> )
\$110	\$60	\$50	\$200

\*Chromebook fees are assessed only once per student during their tenure at Immanuel Lutheran School. If they advanced from 2<sup>nd</sup> to 3<sup>rd</sup> grade, they will be charged upon entry to 3<sup>rd</sup> grade. If a new student comes in at any grade from 3<sup>rd</sup> through 8<sup>th</sup>, they will be assessed the Chromebook fee during their first year. However, if a Chromebook is damaged beyond repair due to the negligence of the student, the fee may be assessed again to purchase replacement equipment.

## PAYMENT PROCEDURES

Registration fees are due at the time of registration. Fees are due on Orientation Day (early August).

Tuition is due September 1st and may be paid in full or in installments (first payment is September 1). Tuition can be paid using cash, pre-dated checks, credit card, or electronic fund withdrawal. At the time of setting up your payment account, you will be prompted to select your payment plan option.

We understand that there will be unexpected financial situations that may make it impossible for you to cover a check; it will be your responsibility to make arrangements with our payment processor and the Board of Education to adjust when the check can be deposited. If a check is returned for insufficient funds, you will be responsible for fees incurred by the school.

All Tuition must be paid by the end of the school year (June 1).

## NEW MEMBER TUITION

The member tuition rate for incoming members will not take effect until the school year after the parent's confirmation date or the beginning date of the membership by profession of faith as reported by the pastor. Each new membership tuition rate will first be approved by the church council provided that the parent(s) and child(ren) are regularly (50% regular services) attending worship.

## TUITION ASSISTANCE PROGRAM

Immanuel Lutheran School recognizes that Christian Education can be expensive. The Tuition Assistance Program is designed to help parents meet the cost of this precious Christ-centered training for our youth. Those who wish to make use of this program may request a form from the Board of Education. Assistance is funded through special donations from Immanuel Lutheran Church.

Due to limited funds, not all applicants may receive assistance. All assistance given is good for one school year, and families need to re-apply for each year.

Preference will be given to Immanuel Lutheran Church member students. All parents of non-member applicants are required to enroll in and maintain attendance to Bible Information Classes with a pastor at Immanuel Lutheran Church.

Tuition assistance is only valid for K-8 Tuition. Tuition assistance cannot be applied to fees and registration costs. As Preschool is self-supporting, tuition assistance cannot be applied to Preschool tuition. Preschool and childcare assistance may be available through the Illinois DHS.

## TUITION REFUND

Refunds only apply to tuition already paid, and not to any fees or other expenses paid by the parent. Approval must be made by the Board of Education.

## ENROLLMENT PROCEDURES

The first step in the enrollment process is to complete an application form. Visit <https://ilwaukee.com/about-our-school/admissions/> to complete the online application.

Upon filling out the necessary information, options are given in regards to the remittance of the application fee to Immanuel Lutheran. Once the application has been reviewed and accepted by Immanuel Lutheran, the parent/guardian will be notified. If assistance is needed, please contact the school office.

Below is a list of the necessary process to complete enrollment:

1. Application submitted via Google forms
2. Registration fees paid via PayPal, Credit Card, Check, or Cash
3. Transcripts received by the office
4. Personal interview completed
5. Notification of acceptance received
6. Sign up for the tuition payment system
7. Medical/dental forms up to date and turned in within 30 days of enrollment
8. Tuition paid in full or tuition payment plan setup

## PARENT-TEACHER ORIENTATION

Orientation Day will be held an evening before school starts in August. Parents will receive the latest school information, schedule, and Handbook. All Fees are due on Orientation Day.

## **CHANGE OF ADDRESS**

The faculty's ability to communicate with parents is vital, so it is key that we have accurate contact information on file at all times. It is the parent's responsibility to ensure that the school office has their current address and telephone number.

## **BACKGROUND CHECKS**

Persons wishing to volunteer on the school property who will have direct contact with children, including driving for a school-sponsored event (sports, band, field trips, etc.) will be required to submit to a background check, including a motor vehicle history report. A person who has not had a background check will not be allowed to volunteer in the school.

# ACADEMICS

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## TESTING

Our school uses the MAP testing twice a year in 3rd-8th grade. The MAP testing will be done in the fall and spring. New students to the school, 1st through 8<sup>th</sup> grade will be given a K-TEA test.

## REPORT CARDS AND GRADING

Students' grades are reported quarterly. Students receive grades for religion as well as liberal and creative arts subjects. The following grading scale is utilized:

A - 100-93%	D - 76-70%
B - 92-85%	F - Below 70%
C - 84-77%	

Some subjects are also evaluated in terms of (E) Exceptional, (S) Satisfactory, (N) Needs Improvement, and (U) Unsatisfactory. Kindergarten students' progress is reported in terms of objectives achieved.

## RETENTION

We follow guidelines furnished by the State of Illinois and the Association of Wisconsin Synod Schools with respect to retention in the student's present grade.

Any student who has missed more than 29 days of school in one year shall be considered for retention. Any student who has completed less than 75% of the work for the year will be retained. Any student who is not prepared to have success in the next grade level will be considered for retention in the present grade. Scores below the 30th percentile on standardized tests may indicate a lack of preparation for the next grade level.

## ONLINE GRADE REPORTING

Immanuel Lutheran School makes use of an online report card service for grades 1- 8. It provides parents with grades on a daily basis, email interaction with the teacher, and helps them stay informed on late or missing work. At registration, each parent is to provide an email address.

## BIBLE

As the Word of God is taught at every occasion, all students in 3rd - 8th grades are required to have an Evangelical Heritage Version (EHV) Bible in good condition (<https://online.nph.net/ehv>).

## PARENT-TEACHER CONSULTATIONS

Communication between the parent and teacher is vital to Christian education. Parent-teacher consultations are held so that each parent may privately discuss their child's progress with the teacher. A consultation will be scheduled for each student after the first and third quarters. Parent-teacher consultations in subsequent quarters will be scheduled as mutually agreed upon by the parent and teacher. For preschool, there will be consultations starting in January.

## **HONOR ROLL**

Immanuel Lutheran School maintains an honor roll for the sole purpose of recognizing the God-given academic ability of children. Recognition will be given each quarter to those students in grades 1- 8 who maintains a B+ or better average. Students who have been on the honor roll four quarters will receive a special award at the end of the year. All subjects are included in determining honor roll status.

## **HOMEWORK**

Homework is an integral part of a child's education. If a parent has a question about homework, the teacher should be contacted before 9 pm.

## **UNFINISHED HOMEWORK**

Unfinished homework falls into two categories: absenteeism and neglect. If work is incomplete as the result of an excused absence, each student will have two days to complete the work for each day absent. If the incomplete work is the result of neglect, each assignment must be completed before the next school day. If an absence is anticipated, prior arrangements should be made with the student's teacher. Late work will be handled at the teachers' discretion. If it becomes a habit, it will be taken to the Principal and then to the Board of Christian Education.

## **PLAGIARISM**

Plagiarism is defined as, "the practice of taking someone else's work or ideas and passing them off as one's own." Plagiarism is dishonest and prohibits the learning process. The result of plagiarism will be a failing grade on the assignment and a meeting with the principal, teacher, and parents.

## **STUDY SKILLS**

Proper study skills, including promptness, neatness, diligence, and independence are stressed in school. Parents can help by providing a definite time and place for homework and private study. An ideal place is free from distraction, has adequate lighting, and is fully equipped with school supplies.

## **PHYSICAL EDUCATION**

Attendance in physical education classes is required. If a student is to be absent from physical education classes due to illness or injury, a written excuse from the doctor is necessary.

## **CHURCH SINGING**

In order to give the children a chance to use their voices to glorify God, grades Preschool through 8<sup>th</sup> are scheduled to sing in regular and festival church services. The monthly calendar outlines the specific dates and times for these services. It is also understood that parents will make every effort to bring children to all functions, school or church, in which their children are scheduled to participate since such activities are considered a part of Immanuel's total curriculum. If the child is expected to be absent, a written excuse is required at least two days before the scheduled singing event.

# SCHOOL RULES

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## DISCIPLINE

Through teaching and discipline we train the child in habits that are acceptable to society, and above all else, acceptable to God (Matt 22:37-39).

Teachers and staff members are to be obeyed and respected as the representatives of God as shown in the Fourth Commandment, where He requires respect for all in authority. Bearing this in mind, parents should not attempt to excuse their children from conforming to any of the rules of the school. If questions of discipline arise, the parents are invited to contact the teacher first, then if needed, the principal.

Guidelines for student behavior:

1. Children shall engage in behavior that does not violate God's word and does not create a problem for them or anyone else in the school.
2. If a child finds themselves with a problem, they may solve it by a means that does not cause a problem for anyone else in the school.
3. Children shall engage in behavior that does not jeopardize the safety or learning of themselves or others. Unkind words and actions will not be tolerated.

## CLASSROOM MANAGEMENT

The faculty of Immanuel Lutheran has adopted a classroom management technique designed by the Love and Logic Institute ([www.loveandlogic.com](http://www.loveandlogic.com)). Here are the guidelines:

1. I will treat you with respect so you will know how to treat me.
2. Feel free to do anything that doesn't cause a problem for anyone else.
3. If you cause a problem, I will ask you to solve it.
4. If you can't solve the problem, or choose not to, I will do something.
5. What I do will depend on the special person and the special situation.
6. If you feel something is unfair, whisper to me, "I'm not sure that is fair," and we will talk.

## GRIEVANCE COMMUNICATION PROCEDURES

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church." (Matthew 18:15-17)

These words of our Savior are an excellent reminder for the way in which we are to go about resolving our differences with fellow Christians: teachers, pastors, parents, and students. Shortcuts to this method are unacceptable to the Lord and detrimental to His church. The following guidelines are useful for all of God's children to keep in mind:

1. If a child comes home with a complaint against the school, a teacher or fellow student, refrain from being critical or judgmental in the child's presence. Rather, listen to the complaint, clarify it with your child, and then address the appropriate person with the concern.
2. If a parent has a problem with or a complaint against a teacher, he should first talk to the teacher. Most problems will be resolved by discussion as Christians.
3. If that step does not solve the problem, the parent should talk to the Principal. He will attempt to

resolve the matter with the teacher.

4. If the problem has not been solved in a Christian manner by this time, all parties involved (parents, teachers, and Principal) will discuss the problem in a Christian manner.
5. The next step would involve a meeting with the Board of Education which would make a disposition of the matter according to God's Word.
6. If the above procedures fail to solve the problem, the parents should discuss it with the pastor and, if necessary, the elders.

We ask you to follow these steps in resolving a difference between home and school. It is what Christ asks us to do, and it will save much heartache, misunderstanding, and unpleasantness in our school family.

## SUSPENSION AND EXPULSION

Disruptive and/or malicious behavior will first be handled by the classroom teacher. The teacher will use methods in keeping with the philosophy of Christian discipline outlined previously. The teacher will use the Law to point out the sin and prompt repentance. The teacher will use the Gospel to show the sin has been forgiven. The teacher will also contact the parents and enlist their help in changing the behavior of their child.

In certain cases, when the child will not, or may not be able to stop the disruptive and/or malicious behavior, the classroom teacher will request that the principal meets with the child. The principal will meet with the child and use the Law and Gospel as stated above and also point out the consequences of continued misbehavior—suspension and/or expulsion. The parents will be contacted and urged to aid in changing the behavior of their child.

Should the child persist in sinful behavior, the principal will ask the pastor to speak with the child. The pastor will again urge the child to repent and change. The pastor will also contact the parents and again urge their assistance in changing the behavior of their child.

If the child continues to sin, the principal will suspend the child from school and school activities for a period of no less than two school days and no more than five school days. The parents will be contacted to remove the child from school; at which time the suspension will begin. The parents will be asked to appear at school at the close of the day of suspension to pick up their child's assignments and be informed that their child can return to school only after they and their child meet with a member(s) of the Board of Education, Principal, and Pastor. This meeting will take place before the suspension is completed. All assignments that the child misses during the suspension must be finished before the child will be allowed to return to the classroom.

At the meeting with the Board of Education, the parents will be informed of the seriousness of their child's behavior and the consequence of continued misconduct—expulsion. The Board of Education will graciously extend forgiveness to the erring child and urge a change in conduct. The Board of Education will place the child on probation for an academic quarter with the stipulation that continued misconduct will result in another suspension.

If the child fails to change his or her behavior, the Board of Education will request a meeting with the parents and child. The Board will indicate that every opportunity for change in behavior has been given, but because there has been no willingness to change, the Board of Education has no choice but to expel the child from school.

The aforementioned policy patterns, and is in the spirit of the directives given by Christ in Matthew 18:15-18: "If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven."

There are certain forms of behavior, due to their malicious and godless nature, which shall not be tolerated. Immediate suspension shall follow such acts, when committed, of two to five days determined by the principal. Before returning to school, the suspended student with his/her parents shall fulfill the procedures as outlined in the suspension policy presented above. Cause for such immediate suspension includes the following:

1. Fighting (when deemed worthy of action by a faculty member).
2. Verbal or physical threats, harassment, or intimidation to or about students and faculty.
3. Possession of weapons, illegal drugs, alcohol, tobacco in any form, or explosives.
4. Willful destruction or theft of school property, or the personal property of others on school grounds.
5. Possession of pornographic materials, objects, or writing.
6. Any other form of gross disobedience, language, and/or gross misconduct not covered in the preceding.

## **PARENTAL MISCONDUCT**

By law, the school must report any suspected sexual, physical, or emotional abuse. If a situation occurs where a teacher suspects abuse, they are instructed by the federal government to report such cases to the DCFS. If this should occur, the school will document the incident and the party involved will receive notice of what has taken place. If action by the school is deemed necessary, the matter will be brought to the Board of Education.

## **STANDARDS OF CONDUCT**

Christians are to treat everyone with proper respect and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining, gossiping, verbal abuse and other hurtful comments will not be tolerated. Students are to show proper respect for one another.

Students must refrain from cursing and using the Lord's name in vain as well as vulgar and slang expressions which are offensive. Under no circumstances will pushing, shoving, hitting, kicking, scratching, etc. be tolerated. Students are not to engage in physical contact with other students except when such contact is deemed appropriate by the school.

Cheating, stealing, and vandalism will not be tolerated. Those found guilty of vandalism will be required to make restitution for any damages.

## **BUILDING CONDUCT**

Students and visitors are expected to conduct themselves in a manner which promotes a school atmosphere and contributes to a Christian learning environment. Running and other boisterous actions in hallways, classrooms, and restrooms are not allowed. Students will not be allowed to chew gum. Talking or other noise in the hallways should be kept to a minimum while classes are in session. If a class must be interrupted, please have the courtesy to knock. Classrooms should not be interrupted during devotions.

## **BULLYING**

The definition of bullying is any severe, pervasive, or persistent physical or verbal act or conduct that creates a hostile environment at school. As a result, the actions of bullying seriously interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school based on a student's race, sex, disability, or religion. This also includes communications made in writing or electronically. Any act of bullying by a student shall be deemed as a serious matter. Immanuel will take immediate and appropriate action to investigate or otherwise determine what happened. Appropriate

responses will depend on the facts of each case. Immanuel will provide monitors or additional adult supervision in areas where harassment occurs. Immanuel will limit interactions between harassers and targets.

## **TARDINESS**

Tardiness is defined as not being in the classroom when the bell rings at 8:00 am. Tardiness is detrimental to the entire class. After three tardies the parent will receive a letter from the school board reminding them of Immanuel's tardy policy. After five tardies the child and parent will submit a written apology to the teacher/class. For every tardy in excess of 5 tardies in a quarter, a 15-minute detention shall be served as arranged by the teacher (may be served after school or during recess, determined by the teacher).

On chapel days, the school doors will be locked at 8:00 am and no child will be let in until chapel is over.

A student that is tardy will be marked absent for a ½ day in accordance with State guidelines for instruction time requirements.

## **ATTENDANCE**

Daily attendance is required by all students. The minimum level of attendance for this school is 92% attendance. If attendance falls below 92%, this matter will be referred to the Board of Education. A student becomes a persistent absentee when they miss 10% or more schooling across the school year, for excused or unexcused.

Absence at this level is doing considerable damage to any child's educational prospects, and we need the parents fullest support and cooperation. When students are missing more than 10% of schooling, their advancement would be reviewed by their teacher and the Board of Education.

All absences must be excused by note, phone call, email, or text to either the teacher or the office.

Absences from school for family trips or emergencies must be pre-arranged through the teacher or principal.

According to Illinois state law, Valid Cause for excused absences are defined as follows:

"Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Students, who for good reason need to leave the school during the school day, must have a written excuse (or phone call, text, or email) from their parents. Parents should give 24-hour notice.

If a student is under a doctor's care, they will need a note to return to school. Parents will receive a wellness check from the school if a child is out sick more than 3 days with no contact from a parent.

## **TRUANCY**

Immanuel Lutheran follows the guidelines mandated by the State of Illinois and will notify the Lake County Truancy Officer in the event that a student has been determined as **Chronic or Habitual Truant**.

This is defined by State Law as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. This includes the previous year's attendance records.

The Board of Education may also consider a student Chronic or habitual truant if their total attendance falls below 90% for the past 180 attendance days, including the previous year.

## **SKIPPING**

Skipping school is defined as deliberately leaving the school premises during school hours. This will be considered as open defiance by the student toward the faculty and school. Parents will be notified immediately. If the parents cannot be reached, the local truant officer of the police department will be notified out of concern for the student's safety and welfare. As a result of the student's truancy, each student will have to make up the truant time at the convenience of the teacher.

## **DRUGS, ALCOHOL, CIGARETTES**

The use or possession of drugs, drug paraphernalia, cigarettes or alcohol will not be tolerated. If a student is suspected of possession or under the influence of drugs, alcohol, or cigarettes, the student will be suspended immediately and will not be permitted to return to school without the consent of the Board of Christian Education. The Board will meet with the student and parents to determine possible readmittance. The proper authorities will be contacted as necessary.

## **GUNS, KNIVES, MATCHES**

Guns, knives, and matches will not be permitted on the school grounds. Any students found with these items will be suspended immediately, and will not be permitted to return to school without the consent of the Board of Christian Education. When guns and knives are found the proper authorities will be contacted first.

## **OBJECTIONABLE ITEMS**

Toys, electronic games, comic books, weapons, laser pointers, pagers, cards, pornographic material or other items that are determined improper by the principal or the faculty are not to be brought to school. Such items are considered detrimental to the classroom atmosphere and safety of the child. Other items will be confiscated and returned to the parent at the end of the quarter.

Our school reserves the right to search the student's person and/or belongings in the event the school suspects the student possesses an unapproved item. A search may be conducted without the student's or the parents' permission. Registration of the child constitutes parental consent to search backpacks, purses, desks, lockers, etc.

## **CELL PHONES AND ELECTRONIC DEVICES**

Students must turn off cell phones and other portable electronics and hand them into their teacher. If students need to speak to parents they may use the school phone at their teacher's discretion. Students are allowed to use their phones after the school day ends at 3:00 pm.

## **SCHOOL PROPERTY**

Desks, books, computers, classrooms, library materials, and other school property are to be treated with respect and good stewardship. Unnecessary damage will require full restitution by parents and/or students.

## **PLAYGROUND**

The school playground is provided for students to use during supervised activities. The playground includes the mowed area of the school property. Leaving the designated area will be considered open defiance. Students are only allowed to use the playground while being supervised by an adult. All students are responsible for keeping the playground free of litter.

Students should conduct themselves in a manner so as not to injure themselves or others. Misconduct on the playground such as throwing rocks or snowballs, throwing objects against the building, fighting or bullying, will not be tolerated.

## **DRESS CODE**

Christian students are expected to live and conduct themselves in a manner that will be pleasing to God and bring glory to the name of Jesus Christ, our Savior. *2 Thessalonians 1:11-12* We must be mindful that the testimony of the school and its students are important, and that in the eyes of the world, Christians are expected to be different. With this in mind, specific policies are outlined below.

In a natural world lavished with beauty, we observe that the Creator approves of color, line, and form that please the eye. Yet Christians also have a personal responsibility to dress in such a way that they do not tempt others to stumble by indecent thoughts and acts. *Matthew 5:27-28; Romans 14:7, 12, 21* Thus, attractiveness and modesty are the keynotes to dress.

The following rules apply to all students:

1. Modest shorts, fingertip length, may be worn to school in August, September, April, and May.
2. Flip-flops, a platform sole, and house-slipper style shoes are not allowed. All footwear must have backs on them. All footwear should have hard soles (for safety). Shoes with soles capable of leaving black marks on the floor are not to be worn.
3. T-shirts that advertise objectionable products (i.e. beer, cigarettes, drugs, etc.) are not to be worn.
4. T-shirts that have disrespectful or suggestive words or pictures (i.e. double-meaning phrases) are not to be worn.
5. T-shirts that have pictures of rock groups or individual performers are not to be worn.
6. Caps, hats, and coats are not to be worn in school. Upon arrival, students should hang such apparel in their lockers and not take them into the classroom.
7. Unnatural hair color, gauges, body piercings, and make-up are not allowed.
8. Pants or shorts must be pulled up so as not to reveal undergarments or skin.
9. Sweat, athletic, or yoga pants are not allowed.
10. Every student will dress in conformance with one's biological sex.
11. Every student will make use of restrooms, locker rooms, and changing facilities in conformance with one's biological sex.

Girls:

1. Skirts and dresses must be at least fingertip length (be at or below the fingertips when arms are relaxed at sides).
2. Legging/Jeggings may be worn only with loose-fitting shorts or skirts over them. These shorts/skirts must be fingertip length as described in #1.
3. Tops must cover the waist when the arms are held in a "T" position.
4. Pants or jeans may be worn but they must not be frayed, tattered, or torn.
5. No spaghetti-strap, bare shoulder, see-through, low-cut tops or sleeveless shirts may be worn.
6. Socks or hose must be worn at all times, except with sandals.
7. Ear piercings may be worn, but any other type of piercing is not allowed.

Boys:

1. Hair should be trimmed above the collar and cannot cover the eyes. Any form of distracting hairstyle is not acceptable.
2. Pants or jeans may be worn but they must not be frayed, tattered, or torn.
3. No sleeveless shirts may be worn.
4. Socks must be worn at all times, except with sandals.
5. Boys may not wear piercings.

As we cannot possibly list every kind of clothing that is or is not acceptable, the faculty has the right to make judgments as to what is or is not acceptable.

Students dressing in an objectionable manner will be warned and his/her parents notified via email and/or telephone call. If the student wears objectionable clothing again, he/she will be lent another item of clothing or told to turn his/her shirt inside-out. Extreme violations will be dealt with on a case by case basis.

This Dress Code applies to all school functions and trips.

## FIRST AID

The faculty, in the case of minor injury, may only administer first aid during school hours. In the event of serious injury, the parents will be notified and the rescue squad will be called. If the rescue squad is called, the child will go to Vista Medical Center. The school can administer no aspirin or other medication unless accompanied by written instructions from the doctor, or the medication is on the parent compliance form in the office. Any special situation should be discussed with the teacher.

## COMMUNICABLE DISEASES

To minimize the danger of spreading disease, parents are asked to keep their children home if they have bad colds, fever, or other infections. A child should not return to school until they are fever free or symptom-free for 24 hours without any medicine. If a child becomes ill at school, the parent will be notified and requested to pick up the child. Parents are required to report communicable diseases to the school office so that a report may be filed with the County Health Department.

Some common childhood illnesses (besides cold and flu) are pink-eye and lice. Guidelines for returning to school following these illnesses are as follows:

- Pink-eye: must have received prescription drops in eyes for at least 24 hours.
- Lice: hair must be completely free of live lice

For any other diseases, the faculty will refer to the Lake County Health Department of Infectious Disease Handbook: [http://www.idph.state.il.us/health/infect/comm\\_disease\\_guide.pdf](http://www.idph.state.il.us/health/infect/comm_disease_guide.pdf)

## MEDICINE

In accordance with State Law

(<http://www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/medguide2000.pdf>) No aspirin or other medication (including over the counter medications) will be stored, supplied or administered by the school. If medication of absolute necessity must be given at school, an **Authorization of the Administration/Self Administration of Medication** form is to first be completed and current.

Because the faculty/staff at Immanuel Lutheran may not be trained in the administration of a specific medication, it is the responsibility of the parent/guardian listed on **Authorization of the Administration of Medication** form to bring medication to school and either administer it when the time arises or to give the medication to their teacher to keep in a locked area for when your child needs to take such medication. Any of these medications to be administered during school hours must be in its original container.

Immanuel Lutheran will not be held responsible to store, administer or supply any medication. In some cases, a student may be required to carry an asthmatic inhaler and/or an Epi-Pen with them. This will be allowed only with a written doctor's order co-signed by the parent/guardian and accompanied by the Parent/Student Agreement To Carry Medication form. The child's teacher will then communicate with the child's parent/guardian to decide if the inhaler/Epi-Pen will be carried with the child or the child's teacher.

## **ARRIVAL AND DEPARTURE TIMES**

Children are allowed to enter the school at 7:35 AM and classes begin promptly at 8:00 AM. The playground may not be used before or after school. Teachers cannot assume responsibility for unsupervised children's play.

Unless otherwise instructed by parents or teachers, students should leave the building immediately after dismissal at 3:00 PM. By 3:05 PM all students should have left the school grounds unless staying for a supervised activity or our after school program. Again, teachers cannot assume responsibility for unsupervised children. Any abuse of arrival or departure times will be reviewed by the Board of Christian Education. If a student is not picked up at 3:00, he or she will be sent to the after school care program. A parent must give written notice to the Principal at the beginning of the school year authorizing their student to walk home.

## **LOCKED DOOR POLICY**

For the safety and security of the students, doors will be locked during the school day. For pickup and drop-off during the school year, the doors will be open:

Monday – Friday:

7:35 – 8:00 AM

3:00 - 3:15 PM

Please use the doorbell outside of these hours. If possible, try to make arrangements prior to arriving at school outside of standard pickup and drop-off hours.

## **LUNCH**

Each student will be provided with a supervised lunch break in the middle of the school day. Parents or other visitors are permitted to eat with the students with advance permission from the principal or faculty. Lunch should be brought with the child, third-party deliveries of lunch are not accepted. If a student forgets their lunch, they need to call their parents by first recess. Otherwise, teachers will provide food that will sustain the child for the rest of the day.

Immanuel may offer an optional hot lunch program two days a week. If your child does not order hot lunch they are to bring a bag or cold lunch. Students do have access to microwaves at lunch. Soda, juice, and water are available through vending machines. Please remember to supply napkins, plates, and utensils that may be needed for heating or eating your student's lunches.

## **BREAKS**

There are 2 breaks/recesses during the school day. The purchase of snacks or drinks is permitted only before school or during lunch.

## **SCHOOL VISITORS**

Visitors unknown to the school should check in with the principal or faculty member and state their purpose and intended length of their visit. Deliveries to students should be approved at least one day in advance so that disruption to the school is kept to a minimum.

## **EMERGENCY SCHOOL CLOSING**

Parents will be notified of closings via automated phone call or text message system. Parents should make provisions for their children to be picked up in the event the school must close during the school day. For snow days, we follow the Waukegan Public School closings. Most often for cold days, Immanuel will not be closing.

## **EMERGENCY DRILLS**

Throughout the year, drills for fire, tornado, intruder, and other catastrophic occurrences are practiced and reviewed with students so they will know how to react during an actual emergency. Parents and visitors should be familiar with the emergency notices posted in the rooms and gym while they are in the building.

## **COMMUNICATION WITH THE SCHOOL**

### **SCHOOL TELEPHONE**

If the need arises, parents are urged to call before school, during the noon hour, or after school. Students will be allowed to use the phone in an emergency. Forgetting something at home is not an emergency, but a lack of responsibility. A teacher must approve the phone use.

### **STUDENT-PARENT TELEPHONE DIRECTORY**

A directory is published at the beginning of the year which includes parent and student names, addresses, telephone numbers, and student's grade level. This information is vital to the office and useful to parents and students. Copies are available in the school office throughout the year.

### **CALENDARS**

A monthly calendar is published to communicate singing schedules and other scheduled school activities for the month. Calendars are sent home with each student prior to the beginning of the month. Yearly school calendars are distributed at Orientation Day. If you need another copy during the school year, please ask at the school office. An online version is available at <https://ilwaukegan.com/calendar/school-calendar/>

## **MISSION OFFERING**

Wednesday of every week is Mission Day at Immanuel Lutheran School. On this day the children bring contributions to the work of God's Church and His Kingdom. The placement of the offering is announced beforehand and given at the mid-week Chapel Service. This is a very happy day for the children as it gives them the opportunity to offer their gift of love. All children will receive offering envelopes.

Mission projects are selected by the faculty at the beginning of the school year to receive the mission offering.

## **TRANSPORTATION**

Our school does not provide bus transportation for its students to and from school. Parents are required to provide transportation for their children.

## **FIELD TRIPS**

Field Trips are taken at various times throughout the year. Permission slips sent with the details of the trip must be signed and returned by the due date in order for the child to participate. Students will be expected to maintain the same level of discipline away from the school as is expected at the school.

Parents choosing to chaperone and drive must have a recent and valid copy of both your driver's license and car insurance information on file. All chaperones, driving or otherwise will need to have passed a Background Check in advance of the field trip.

The faculty and administration of Immanuel Lutheran reserve the right to refuse any person from chaperoning or participating in a field trip or school activity.

Parents who are not chaperoning, please know that by signing permission slips, you are giving permission for your child to ride in the car of another adult who has provided a driver's license and proof of insurance.

## **CHILD PASSENGER PROTECTION ACT**

In accordance with the transportation law of the State of Illinois, children under the age of 8 must be secured in an appropriate child restraint system, more commonly called a safety seat. If the vehicle is equipped with lap belts only in the back seat, a child weighing more than 40 lbs. may be transported in the back seat wearing a lap belt only. Children age 12 and under will be required to sit in the back seat.

The parent or legal guardian of the child under the age of 8 years is responsible for providing a child safety seat to anyone who transports his or her child. If a proper restrained is not provided, your children will not be allowed to participate in the event.

## **LIBRARY**

Parents of preschool, kindergarten and lower grade students can help their children a great deal by getting them to form an early library habit. Immanuel has a fine library which is used regularly by students. If a child should lose a library book, a replacement fee will be charged to the student.

## **SCHOOL PICTURES**

Students have their pictures taken during the year. Parents will be informed prior to this occasion. Students have the opportunity to purchase these pictures.

## **IMMANUEL LUTHERAN PARENT ORGANIZATION**

Immanuel is fortunate to have hard-working parents who serve on a volunteer basis each year. These volunteers run fundraisers, plan parties, assist with field trips, correct papers, serve in the library, and in various other ways strive to make the year interesting for the students and easier for the teacher. Other duties are the supervision of interscholastic sports, assistance with the musical, graduation, and ILPO sponsored cleanups. Parental involvement and participation in school activities is encouraged. Finally, we ask that the parents pray for the school each day.

## **BICYCLES AND SKATEBOARDS**

Bicycles may be ridden to and from school. Riding bicycles, skateboard, and other similar items is not allowed during school hours. It is strongly recommended that bicycles be chained and locked to the bicycle rack to prevent theft. If a student is going to transport him/herself on a bicycle, a note is required from the parent.

## **TECHNOLOGY USE**

Parents and Students will be responsible for the appropriate use of school technology both in and out of the classroom.

The access to Immanuel Lutheran School's electronic tools and systems is a privilege and not a right. Through this system, students are able to communicate with other schools, organizations, teachers, and individuals and have access to hundreds of research, content, creative works, and services. Students are reminded to use all of these tools as a gift from God and make all knowledge they learn, "captive to the Word of God." (Martin Luther)

ILS technology involves many types of communication and information networks. It is possible to access material that students and/or parents might find objectionable. While ILS has taken reasonable steps to restrict and filter content, it is impossible to guarantee that such access cannot or will not be gained. It is the student's responsibility to follow guidelines for appropriate use. It is also the time for a student to practically apply. 1 Cor. 10:31. "Whether you eat or drink or whatever you do, do it all to the glory of God."

Students and Parents must agree to the following before use of technology can be granted:

1. The student will not harm other people or their work.
2. The student will not use any electronic communication to harass, intimidate, or bully anyone.
3. The student will not damage, change, or tamper with hardware, software, settings, or the network equipment from ILS or on ILS property.
4. The student will not interfere with the operation of the network or network traffic.
5. The student will respect copyright laws by properly citing sources and not stealing intellectual property.
6. The student will not seek, send, view, or display offensive messages or media.
7. The student will not share passwords with another person.
8. The student will not waste limited resources such as bandwidth or printing capacity.
9. The student will not trespass on another student's or teacher's computing accounts, files, or work.
10. The student will not attempt to access the Internet via any connection that bypasses the ILS content filters.
11. will not give out personal information in online web tools (blogs, videos, wikis, etc.) that could help someone locate or contact me in person.
12. The student will treat online web tools as classroom space remembering that "... whatever you do, do it all to the glory of God"

13. The student will notify an adult immediately if by accident they encounter materials that violate these rules.
14. The student is prepared to be held accountable for my action, for the loss of privileges, the loss of an educational experience, for appropriate consequences if these rules are violated.
15. The student understands that they have no right or expectation of privacy in electronic communications.
16. The student is aware of all content created under ILS supervision is owned by ILS and the student.
17. These expectations of responsible use apply to any and all times they are under ILS supervision.
18. These expectations of responsible use do apply at any time in their life of sanctification.

## **SOCIAL MEDIA**

Facebook and other social networking sites have become the most popular websites visited by young people today. We encourage parents to monitor their children's Internet access at home, especially in regard to Facebook and other social networking sites.

While students view Facebook as a place to communicate with friends and express their opinions, students must be aware of the fact that there is no presumption of privacy with anything they may say online.

**Students and their parents will be held accountable for anything of an inappropriate nature they may post on Facebook or other sites online.** This includes, but is not limited to, inappropriate language, pictures, threats, or confessions of inappropriate behavior. In addition, students who create websites or accounts for other students will be in violation of this policy and face disciplinary measures. Due to the broad array of actions, disciplinary measures could range up to, and including, dismissal from school.

## EXTRACURRICULAR

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### **MUSIC LESSONS**

Students in grades 4-8 are welcome to take lessons from the Shoreland Lutheran High School (SLHS) band or orchestra teacher. Lessons may be scheduled during or after school. Band and orchestra students participate with a larger group at Shoreland Lutheran High School.

### **ATHLETICS**

Immanuel Lutheran School participates in Interscholastic Athletics as a joint team with other area schools as Illinois United. Various sports and events are offered each year, and a current selection is available at <https://ilwaukegan.com/about-our-school/after-school/athletics/>

Any student who wishes to participate in athletics must be in good standing academically. All students, parents, coaches, and volunteers must adhere to the current copy of the Athletic Handbook.

### **ELIGIBILITY FOR ATHLETICS**

The privilege of participating in athletics is an option for those students who both comply with the Illinois United Athletic Handbook and meet the following eligibility standards:

1. Students who are not in attendance during the school day shall not participate in any sports event that day.
2. Those who attend practices regularly will play; however, those who skip will not play.
3. Participant must not have any F's at any time during the respective season(s).
4. Participant must not have more than one D of any kind at any time during the respective season(s).

Any student who does not meet these standards will be deemed ineligible to participate for two weeks, at which point the situation will be revisited. If at that time the student is still ineligible, the same process will be repeated.

### **PARENT CODE OF CONDUCT**

1. Parents will support their child, our Illinois United (ILS) teams, and coaches in a Christ-like way.
2. Parents will observe principles of good sportsmanship and fair play serving as a Christian role model for our children.
3. Parents will respect the officials' decisions.
4. Parents recognize their child's attendance in school prior to any game, practice, and special circumstances are brought to coach and/or athletic director.
5. Parents acknowledge that ILS athletics is a priority for my child. However, ILS practice is skipped to attend a non-ILS game or practice during a given week, playing time at that week's ILS game will be limited. If more than one practice is skipped during a given week, playing time will be severely impacted.
6. Parents realize verbally criticizing and arguing with officials, opposing teams, or their fans will not be tolerated and may be subjected to ejection from an event, game, or contest.
7. Parents recognize coaches, to withhold players from practicing and playing for inappropriate behavior.

8. Parents agree to withhold opinions and stances of the coach and his/her decisions for a 24-hour period before contacting the coach and/or athletic director about the coach's decisions.
9. Parents will inform friends, family members, and other spectators of ILS to respect coaches and officials' decisions and refrain from public negative criticism.

## PRESCHOOL

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### CLASS SIZE

The class size is limited to 9 children with just the preschool teacher. With an aide, the class size is limited to 18 children.

### HOURS OF OPERATION

Morning Preschool runs from 8:00 am to 11:00 am. Children may arrive as early as 7:35 am and may be in the classroom until 11:05 am. Then they will be escorted down to aftercare.

### ARRIVAL AND DEPARTURE TIMES

Preschoolers and parents/guardians should enter the school through the doors on the east side of the building. Class ends at 11:00 am. Parents/Guardians should enter through the east doors and come into the classroom to pick up their child. Your child will not be released to someone who is not listed on the Pick-Up Authorization Form. This is for your child's protection!

### MONTHLY CALENDAR/NEWSLETTERS/NOTES

Monthly calendars outlining the upcoming month's activities and special events will be sent home in your child's backpack. A weekly note will be sent home detailing the activities your child will do. Use it as a springboard for conversations with your child. Please be sure to check your child's backpack.

### PARENT BOARD/BULLETIN BOARDS

Just outside the classroom, there are bulletin boards. One of them is labeled as a Parent Board. Information for each class is posted on this board including the monthly calendar and the weekly plans for each class.

### TOYS

Please do not send toys to school with your child.

## BEFORE AND AFTER CARE

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On a school day, before care begins at 6:30 am and runs until 6:00 pm. On vacation days, before care begins at 7:00 am and runs until 6:00 pm. No Childcare on Snow Days! For children coming on vacation days: We only have childcare if we have at least two families who have handed in their calendars and have prepaid for the vacation days that they have signed up for.

### BEFORE CARE

- Before care begins at 6:30 am, not before. At 7:35 am students will be sent to their classrooms, however, preschoolers and kindergarteners will be walked to their classrooms.
- Children are to be signed in by a parent or other authorized adult upon arrival at the school.
- If your child attends before care they will be charged for a full hour, no matter what time they arrive. If you do not want to be charged please remain with your child till the East school doors open at 7:35 am.
- Before care does not serve breakfast, and will not allow students to go down to the lunchroom to eat breakfast. This is for the safety of your students.

### AFTERCARE

- All students are to be picked up by 3:00 pm. If your child is not picked up by that time, they will be sent directly to the aftercare room and signed in by the childcare worker on duty.
- Those students participating in extracurricular activities or those with other commitments immediately after school with a faculty member or coach are exempt from this rule.
- Children will not be released to anyone who is not on the pick-up authorization form. If you want someone other than those listed on your authorization form, you must send a note to let the program know of your intentions.
- Childcare ends at 6:00 pm, if your child is not picked up by this time, the parents or someone on your emergency authorization form will be contacted. If no one can be reached, the principal and/or pastor will be called. If your child is not picked up by 6:00 pm, three times, the school board will be notified and your child may be excluded from the program.
- Parents should enter through the East Church doors, under the overhang. Walk through the far right door, then turn and knock on the door to your immediate left.
- If childcare is in the snack room, or outside the workers will post a sign to let caregivers know where to pick up their children.
- Snack and lunch WILL NOT be provided for the students in After Care. Students are to bring their own snack for snack time.
- If the children are in the snack room please, go to the East school doors. Enter through the outer doors and ring the doorbell marked school. Then someone will be sent to open the doors for you.
- If children are in the back playing, please walk around and the childcare worker will let you and your student in to go sign out and pick up the student's things.
- YOU MUST SIGN OUT YOUR CHILD! If you do not sign out your child you will be charged till 6:00 pm. There will be one warning given after that it is your responsibility to remember.

### DISCIPLINE

If a child receives 3 written warnings in a month, they will not be able to use childcare for a week. If it happens more than once, action taken will be at the discretion of the Board of Christian Education.

## CONTACT INFORMATION

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## ATTACHMENTS

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**TECHNOLOGY AGREEMENT**

**AUTHORIZATION OF THE ADMINISTRATION/ SELF ADMINISTRATION OF  
MEDICATION**

**PARENT-STUDENT AGREEMENT TO CARRY MEDICATION**

**Christian Education Assistance Fund Application**